

**Town of Tiverton
Building Official**

The Town of Tiverton, RI is looking to fill the position of Building Official, which position is responsible for enforcing the Rhode Island State Building Code and all related State and local codes. The Building Official reports to the Town Administrator and supervises part time electrical, mechanical and plumbing inspectors, a part-time Zoning Officer, and a full time clerk. To be considered, candidates must be certified Rhode Island Building Officials as well as a Certified Floodplain Managers, and have at least 10 years of relevant experience, which may include supervising building construction or design, work as a building code official in another community or work in one of the building trades. The Personnel Board may consider candidates with less experience if they have an educational background in a relevant field from an accredited institution, but experience cannot be less than 5 years. Candidates must have a minimum of 3 years of experience as an enforcement official or municipal board member whose duties include enforcing or administering land use regulations at the local level. More detailed information can be obtained at the Town Clerk's office or on the Town web site at www.tiverton.ri.gov. Interested candidates should send a resume and cover letter that includes three references and salary history to: Personnel Board, P.O. Box 38, Tiverton, Rhode Island 02878. **Application deadline is 4:00 p.m. on Monday, October 12, 2018.** The Town of Tiverton is an equal opportunity employer.

**JOB DESCRIPTION
BUILDING OFFICIAL**

TOWN OF TIVERTON, R.I.
REVISION DATE: APRIL 11, 2018

SUMMARY OF DUTIES

The Building Official is responsible for managing the overall operation of the Building and Zoning Office in accordance with Section 908 of the Town's Home Rule Charter, applicable sections of the Tiverton Town Code of Ordinances, the State Building Code, and other applicable laws and regulations pertaining to building and zoning. The Building Official also serves as the Town's Floodplain Manager and performs all of the duties associated with that role under federal, state and local laws and regulations. The position reports to the Town Administrator. Responsibilities include supervision of part-time electrical, mechanical, and plumbing inspectors, a part-time Zoning Officer, as well as one full-time clerk. The Building and Zoning Official is expected to attend and participate in meetings of the Zoning Board, Planning Board and Town Council, as directed by the Town Administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Manages and supervises assigned operations to achieve Town policies and goals, including but not limited to compliance with applicable laws and regulations, protection of public health and safety, protection of town resources, timely and efficient delivery of municipal services with emphasis on customer service. Plans and organizes workloads and staff assignments; trains, motivates, and evaluates assigned staff; manages changes as needed; tracks and reports on performance on a regular basis.

Reviews plans and permit applications, conducts inspections, responds to inquiries and complaints, issues approvals, writes reports, issues notices of violations and takes other enforcement actions in accordance with applicable regulations, including timelines. Ensures proper use and maintenance of database and on-line permitting program. Oversees and directs activities of Zoning Officer., ensuring consistency with same performance standards.

Coordinates activities with other departments and agencies as needed. Provides expertise and assistance in the formulation of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations. Makes presentations to boards, commissions, civic groups and the general public. Communicates official programs, policies and procedures to staff and the general public.

Assures that assigned areas of responsibility are performed within budget; prepares annual budget requests and revenue projections for the Building and Zoning Office; monitors revenues and expenditures; implements appropriate financial controls as needed, and assures cost-effective use of budgeted funds, personnel, materials, facilities and time.

Determines work procedures, prepares work schedules, and expedites work flow; studies and standardizes procedures to improve efficiency and effectiveness of operations. Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Exercises supervision over building inspectors, support staff, and other part time or temporary staff, as assigned. Maintains harmony among workers and resolves grievances; performs or assists subordinates in performing duties; adjusts errors and complaints.

Enforces all applicable Town of Tiverton and State of Rhode Island building, zoning and associated codes; issues correction notices and citations. Administers the permitting function, including application, fee assessment and collection, permit issuance, inspection, and certification for occupancy. Researches problems and complaints regarding commercial and residential buildings, building construction and code compliance. Responds to complex and sensitive building issues, including determination of structural integrity after disasters. Is on call for assistance in emergency/disaster situations.

Resolves complex and sensitive customer service issues, either personally, by telephone or in writing. Maintains records and documents of customer service issues and resolutions.

QUALIFICATIONS

Must have at least ten years of experience in building construction supervision or design, or an equivalent combination of formal education in building construction or design or a related field and experience in building construction supervision. Demonstrated experience with both residential and commercial construction required. Must be deemed qualified and certified by the Rhode Island Building Standards Code Committee. Must hold a valid driver's license. Computer literacy, including email, scheduling, word processing, database and document management, and basic financial reporting required. The Town of Tiverton is seeking an individual with a track record of working well with the public and diverse interest groups.